# **VISTA**



# Memorandum of Agreement Electronic Processing in eGrants Classic and Phase II Overview and Instructions for AmeriCorps VISTA Grantees

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### 1 Introduction

The process of signing the Memorandum of Agreement (MA), done while processing a grant application for award, was previously performed through a printed hardcopy of the MA; the document was mailed and delivered back and forth between recipients for required signatures. To expedite this often slow process, an electronic replacement of the hardcopy MA signature process has been developed in the eGrants Classic and Phase II systems. This allows both internal and external VISTA users to sign the MA electronically, and this new process takes the place of the previously used hard copy process.

This new process begins when a VISTA application is in the Program Officer (PO) Certification status. Instead of certifying the application and sending it to the Senior Program Officer (SPO) for approval, the new process allows the PO to certify the application and then make the MA available in eGrants Phase II for the sponsor to electronically sign. The MA is also automatically electronically signed by the appropriate CNCS staff when actions are taken to approve/certify the application. Therefore, the necessary signatures from CNCS staff are automatically added to the MA as the application is processed for award.

In addition, the previously used hard copy process used to obtain signatures on the MA remains intact and should be used only in cases where negotiation is required.

#### 1.2 MA Electronic Process Flow

#### 1.2.1 Standard (Non Cost Share)

Step	Current Status	Action	Person	Next Status
1	Awaiting PO Certification	Certify application and send to sponsor for e-signature	Program Officer (PO)	Awaiting sponsor e- signature
2	Awaiting sponsor e- signature	Electronically sign and submit MA	Sponsor	Awaiting SPO Approval
3	Awaiting SPO Approval	Sign and award standard (non-CS) MA	Senior Program Officer (SPO)	Awarded

### 1.3 Electronically Signing the MA – Sponsor

The sponsor electronically signs the MA in eGrants Phase II by following the instructions listed below. Any eGrants user with access to grant information (a Grantee role) can access and sign the MA. It is the responsibility of the sponsor to ensure the appropriate eGrants user within the organization signs the MA.

1. On the eGrants Phase II homepage, choose the link "1 Awaiting sponsor e-signature."



2. Click the "Sign MA" link next to the appropriate application.



- 3. Click the "view/print Memorandum of Agreement" link to view the MA.
- 4. Click "electronically sign MA" to electronically sign the MA. The name of the eGrants user who is signed into eGrants and clicks the "electronically sign MA" link will automatically be added to the MA as an electronic signature. After which, the sponsor is redirected to a confirmation screen, and an email notification is sent to the appropriate CNCS staff informing them that the sponsor has electronically signed the MA. The application is then ready for processing by the SPO.

Note: The "1 Awaiting sponsor e-signature" link on the eGrants Phase II homepage will no longer be available once the MA is electronically signed.



## 1.4 Viewing the MA – Sponsor

The sponsor can view the MA by choosing "Memorandum of Agreement" from the "Select a Report" dropdown menu located next to each application in the Existing Applications list, and the clicking "Go."

